



Paralegal I

Job Description

Department: Attorney
Position: Career Service
Grade: 506
Supervisory: No
Reports to: Supervising Attorney or Bureau Chief - Investigations

Summary

Under close to general supervision of a Supervising Attorney or Bureau Chief – Investigations, performs entry level para-professional legal work such as conducting legal research and preparing legal documents, preparing trial and hearing materials, preparing witnesses for hearings and trials, conducting the initial screening of criminal and juvenile cases, and responding to record requests. Incumbents in this classification may be assigned to the Criminal Division, Civil Division, Community Services Division, or the Bureau of Investigations.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conduct legal research and prepare legal documents and memoranda including but not limited to charging documents, motions, responses and jury instructions.
2. Independently prepare trial and hearing materials including displays, presentations and exhibits using computer software, Internet resources and other traditional means; independently obtain, prepare and organize information, data and evidence for use by attorneys and investigators in hearings or trials.
3. Prepare witnesses for hearings and trials; meet with witnesses and review evidence and legal strategies; locate witnesses using specialized Internet and computer software resources.
4. Research and retrieve public and private records and other factual and legal documentation in accordance with applicable state and federal laws.
5. Conduct initial screening of criminal and juvenile cases; review reports and other factual and legal information and prepare cases for further action by attorneys.
6. Acquire and maintain expertise in computer software and Internet programs used in case investigation, case preparation and case presentation at hearings and trials; may train attorneys and other staff members in their use.

For Office Use Only

Job Code: 5701
Job Title: Paralegal I
FLSA: Non-Exempt
Effective Date: 4/9/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

7. Gather and analyze data; produce reports relating to office functions, procedures, and crime statistics; analyze evidence and detect discrepancies, trends, and aberrations in data and evidence.
8. Respond to questions and complaints from involved parties and the public regarding office functions and procedures, court functions and procedures, County department functions and procedures, case dispositions, and victim rights.
9. Under direction of the assigned attorney, respond to GRAMA requests for County records by gathering, reviewing and preparing public records for disclosure.

Additional duties may include:

1. Prepare trial folders and notebooks for use in case presentations.
2. Function as evidence custodian.
3. Prepare subpoenas (investigative and duces tecum) and arrange for the judicial authorization and legal service of these documents.
4. Manage office file/case archiving systems and procedures.

Knowledge, Skills, and Abilities

- Working knowledge of proper grammar, spelling, and punctuation
- Considerable knowledge of Attorney's Office policies and procedures and laws, codes, or regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in legal research software, word processing, data entry, and spreadsheets
- Skilled in using various software programs unique to the Attorney's Office and associated agencies
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to effectively prioritize and manage own work schedule
- Ability to conduct legal research both through books and electronically
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to independently prepare various legal documents
- Ability to organize and maintain filing systems

Supervisory Responsibility

This position has no direct supervisory responsibility.

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Work Environment

This job operates in a professional office environment or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to disturbing information or materials, and to individuals that are angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to the stress of unplanned, urgent projects as well as regular deadlines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Incumbent must regularly work for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in Paralegal or Legal Assistant Studies from an accredited college or university. The following education may also be considered:
 - Bachelor's degree in a field related to position from an accredited college or university.
 - Associate degree in a field related to position from an accredited college or university plus two (2) years of legal assistant or paralegal work.

Preferred Education and Experience

1. Preference may be given to qualified applicants with the ability to type forty (40) WPM or more.

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Additional Eligibility Qualifications

1. Incumbent must obtain, and thereafter maintain, certification as a paralegal or legal assistant during the probationary period for new hires or the trial period for promoted County employees. Said probationary or trial period shall not exceed twelve (12) months. County employees being reassigned or transferred to this classification must possess certification upon reassignment or transfer. Certification must be from one of the following:
 - National Association of Legal Assistants (NALA)
 - National Federation of Paralegal Associations (NFPA)
 - American Alliance of Paralegals, Inc.(AAPI)
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director - Office of Personnel Management.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

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Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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